



### **FASD Intake and Resource Coordinator**

**Location:** #200 12308 111 Avenue, Edmonton, Alberta

**Closing Date:** Until Suitable Candidate Found

**Position Status:** Full-time (40 hours/work) Permanent Position

The Otipemisiwak Métis Government of the Métis Nation within Alberta (MNA) is seeking a full-time FASD Intake and Resource Coordinator to join the Children and Family Services Department. Reporting to the Métis Family Connections Supervisor, the FASD Intake and Resource Coordinator will play a vital role in enhancing access to, and the navigation of, internal and external Fetal Alcohol Spectrum Disorder (FASD) resources for Métis Albertans. This position focuses on providing culturally sensitive, client-centered support to Métis children and families, with a strong understanding of complex issues. The FASD Intake and Resource Coordinator will offer valuable Métis cultural insights and serve as a liaison to address the socio-economic needs of MNA citizens. The successful candidate will bring experience in case management and program implementation, along with familiarity with Children's Services processes. A solid understanding of Métis culture and values is essential, complemented by excellent analytical, written, and verbal communication skills. Additionally, strong relationship-building abilities will be crucial for fostering trust and collaboration within the community.

### **Key Responsibilities**

- Serve as a primary point of contact for Métis Albertans seeking to connect with FASD resources, information, and programs.
- Maintain a catalogue of MNA specific programs and services, FASD networks, and affiliate specific resources for referral.
- Facilitate cultural presentations to FASD Network staff and affiliated community organizations.
- Attend local FASD Network meetings and relevant frontline service provider meetings.
- Foster and maintain critical and collaborative partnerships with both internal and external stakeholders to coordinate FASD events.
- Participate and represent the Otipemisiwak Métis Government in community engagements and other opportunities.
- Attend and represent the Otipemisiwak Métis Government at professional conferences, in-service trainings, and meetings.
- Participate in departmental planning activities.
- Complete administrative duties, projects, and attend meetings as required.
- Maintain confidentiality and ensure correct flow and proper storage of protected documents.
- Support other Otipemisiwak Métis Government Children's Services initiatives and perform other duties as required or assigned.

### **Skills & Competencies**

- Exceptional interpersonal, verbal, and written communication skills, and an ability to effectively facilitate presentations.
- Ability to build trust and rapport with applicants and citizens.
- Passionate, trustworthy, and empathetic.
- A proven track record of building collaborative, positive relationships with a variety of internal and external stakeholders, including clients, industry, service providers, and community.

- Ability to maintain a positive, helpful attitude and be empathetic and non-judgmental when assisting Métis Albertans.
- Receptive to constructive feedback, committed to continuous improvement, and aligns personal development with overarching team objectives.
- Ability to work effectively both independently and as part of a collaborative team.
- Excellent organizational and time management skills, with the ability to be flexible and allocate time and resources effectively.
- Ability to work effectively in a stressful environment and communicate and respond calmly in difficult situations.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to identify issues and implement creative and strategic solutions to overcome problems.
- Political and cultural sensitivity and a strong sense of ethics, with the ability to maintain a high level of confidentiality in all interactions.
- Knowledge of Métis history, culture, and issues affecting Métis people. An in-depth understanding of the Otipemisiwak Métis Government and Métis culture is an asset

#### **Qualifications**

- Post-secondary Degree/Diploma in Social Science, Health Sciences, or a related field.
- At least two (2) years' experience working in the Human Services field.
- Working knowledge of the Child and Youth Enhancement Act, Freedom of Information and Protection of Privacy Act and Protection of Personal Information Act is an asset.
- Indigenous Awareness Training is an asset.

#### **Other Requirements**

- Position will be based in Edmonton.
- Ability to work a regular schedule from Monday – Friday, 8:30 AM – 4:30 PM, with occasional evenings and weekends as required.
- Some travel within Alberta is a requirement. Additional less frequent out-of-province travel may also occur, with notice.
- Must have a driver's license and an operational vehicle.
- Acceptable attainment and annual maintenance of a Police Information Check with a Vulnerable Sector Check and a Child Intervention Record Check is required

#### **What We Offer**

- An opportunity to work for the newly ratified Otipemisiwak Métis Government and be a part of the largest Indigenous Government in Canada.
- An opportunity to learn about Métis culture, history, and art.
- Personal development & career opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- Generous time off policies.

**Apply online today at <http://albertametis.com/careers/>**

*The Otipemisiwak Métis Government thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.*